

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

Write to: PO Box 124, Brough, HU15 1YH

Telephone: 01482 665600

Website: elloughtonbrough-tc.gov.uk



Minutes of the ordinary meeting of Council held on **Tuesday 17 September 2019** in the **Committee Room, Petuaria Community Centre, Centurion Way, Brough, HU15 1DF.**

Members Present: Cllr Credland (Chairman), Cllr Brogden, Cllr Bentley, Cllr Rowe, Cllr Hakes, Cllr Loizides, Cllr Muzaffar, Cllr S. Duckles (Vice Chairman) and Cllr C. Duckles

Meeting Clerk: Tom Clay, Town Clerk

Also in attendance: ERYC Cllr Meredith, Devan Witter of ERVAS, Adam Gibson and Paul Peacock ERYC Health & Wellbeing Coordinators

Minutes

Minute	Item
	<u>Procedural Items</u>
59/1920	<p>Apologies The following apologies we received:</p> <ul style="list-style-type: none"> • Cllr Brogden – holiday • Cllr Luckraft – personal reasons • Cllr Cropley – personal reasons <p>RESOLVED: Council resolved to note the apologies and accept the reasons given for absence.</p>
60/1920	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
61/1920	<p>Public Forum No member of the public took up the opportunity to speak or ask a question.</p>

Signature: Date:

62/1920	<p>Minutes of the ordinary meeting held on Tuesday 16 July 2019 Cllr C. Duckles proposed, seconded by Cllr Rowe, that the minutes be accepted as a true and accurate record of the meeting.</p> <p>RESOLVED: Council resolved to approve the minutes as a true and accurate record.</p>
63/1920	<p>Council committee minutes Council noted the following notes and minutes of Council committees:</p> <ul style="list-style-type: none"> i. Events and Publicity – Wed 10 July ii. Planning and Highways – Wed 10 July iii. Finance & Strategic Planning – Mon 29 July iv. Environment – Wed 14 August v. Planning and Highways – Wed 14 August vi. Finance & Strategic Planning – Thurs 15 August vii. Personnel – Thurs 15 August
64/1920	<p>Referred matter: Town Council’s online presence Council noted that the Events and Publicity Committee at a meeting on 10 July 2019 resolved that (minute: EP10/1920): “Consideration of the Website and establishment of social media be referred to the September 2019 meeting of Full Council.”</p> <p>After considerable discussion, Cllr Credland, moved that the Town Council establish a Facebook presence. No seconder was forthcoming and the motion therefore fell.</p>
64/1920.1	<p>RESOLVED: The Town Council will not establish a Facebook presence.</p> <p>Cllr C. Duckles proposed, seconded by Cllr Credland, that the Town Clerk be instructed to establish a website for the Town Council on any platform other than WordPress and to manage the expenditure with delegated spend (i.e. up to £500).</p>
64/1920.2	<p>RESOLVED: The motion was carried and the Town Clerk was instructed to establish the website accordingly.</p>
<u>Reports to Council</u>	
65/1920	<p>Reports from external organisations and groups Council received verbal reports from representatives from the following organisations:</p> <ul style="list-style-type: none"> a) ERNLLCA – The Town Clerk informed members that the ERNLLCA conference would soon be taking place and that a booking form had been sent round. <p>Cllr Credland proposed, seconded by Cllr Loizides, that the Town Clerk and Deputy Town Clerk attend the conference at a cost of £90 each.</p>

Signature: Date:

65/1920.1	<p>RESOLVED: The motion was carried and the Town Clerk was instructed to book the places.</p> <p>b) Village Hall – The Town Clerk read out a report on behalf of Cllr Brogden, as follows: <i>“The VH had a meeting last evening; We are going ahead with the extension for storage and have a builder who will draw up the plans. Our booking clerk has now taken over the invoicing and the new rates came into effect on 1st September. We need repairs to the fibre glass surfaces on the flat roofs due to the vandals and have a quote of £2700.”</i></p> <p>c) Community Centre – Cllr Muzaffar said that aside from a small issue with the boiler, which had been resolved, all was well at the Community Centre.</p> <p>d) The Burrs PFA – Cllr Credland reported that planning was underway for an event next year and that work was being carried out following a tree survey.</p>
66/1920	<p>East Riding of Yorkshire Council</p> <p>Council received the following reports from the East Riding of Yorkshire Council members for the Town Council area.</p> <p>Cllr Meredith reported that:</p> <ul style="list-style-type: none"> • A consultation was taking place about Stockbridge Road ‘no weighting’ issues outside the school. • An ERYC internal meeting would be taking place soon to consider in detail the many highways issues in the Town Council area. • ‘Rubble’ in the gutters on Dale Road was being investigated. • Cllr Meredith said that he would look into getting the bin replaced outside the entrance to the Burrs playing field. • Noise issues at Transwaste were being investigated.
<u>Town Council Finance</u>	
67/1920	<p>Schedule of payments</p> <p>Cllr Bentley proposed, seconded by Cllr Rowe, that Council note and approve the payments schedule from 10 July 2019 to 11 September 2019 amounting to £30,897.83 and to note income for the same period of £1,920.66 (allotment lease and VAT reclaim).</p> <p>RESOLVED: Council resolved to note and approve the payments schedule from 10 July 2019 to 11 September 2019 amounting to £30,897.83 and to note income for the same period of £1,920.66 (made in error to Council and refunded). See appendix 1.</p>
68/1920	<p>Bank Reconciliation</p> <p>Cllr Bentley proposed, seconded by Cllr Rowe, that Council note and approve the bank reconciliations for all accounts up to 31 July 2019 and 31 August 2019.</p>

Signature: Date:

	RESOLVED: Council resolved to note and approve the bank reconciliations for all accounts up to 31 July 2019 and 31 August 2019.
69/1920	<p>Grant applications Cllr Loizides proposed, seconded by Cllr Bentley, that Council not provide grant funding to ERVAS at this stage because of the overspend on the grants line, but that they be encouraged to apply again in the next financial year.</p> <p>RESOLVED: Council resolved that no grant funding would be supplied at this stage to ERVAS because of the overspend in the grants line, but that they should apply again in the next financial year (i.e. April 2020).</p>
70/1920	<p>Annual Governance and Accounting Return (AGAR) 2018-19 Cllr Credland proposed, seconded by Cllr Loizides, that Council note the completion of the external audit of the 2018-19 AGAR and matters raised in it.</p> <p>RESOLVED: Council resolved to note the completion of the external audit of the AGAR 2018-19 and the matters raised in it.</p>
<u>Council Business</u>	
71/1920	<p>What's on Brochure and Social Prescribing Cllr C. Duckles proposed, seconded by Cllr Credland, that the ERYC officers should provide a detailed quote, consider getting delivery done by ERYC at the same time their magazine is delivered and that the matter would be considered by the Finance and Strategic Planning Committee at a future meeting when the 2020-21 budget was being reviewed.</p> <p>RESOLVED: The motion was carried as set out in the proposal.</p>
72/1920	<p>Brough Haven Attendant RESOLVED: Council instructed the town Clerk to inform ERYC that the matter is to be raised in a future edition of the Petuaria Press.</p>
73/1920	<p>Emergency Flag Sergeant RESOLVED: Cllr Loizides volunteered to fill the role of emergency flag sergeant.</p>
74/1920	<p>Standards Committee Appointment Cllr Credland proposed, seconded by Cllr Rowe, that Councillor S. Duckles be nominated to fill the vacancy for a Parish Council Representative on ERYC's Standards Committee.</p>

Signature: Date:

	RESOLVED: Council resolved that Councillor S. Duckles be nominated to fill the vacancy for a Parish Council Representative on ERYC's Standards Committee and the Town Clerk was instructed to inform ERYC.
75/1920	<p>Emergency Plan Council noted that ERYC has asked that all parish and town councils in the area review their emergency plans as part of a routine review.</p> <p>Council also noted the volunteer helpers rota and the need for it be updated.</p> <p>Cllr S Duckles proposed, seconded by Cllr C. Duckles, that the Emergency Plan be accepted in draft form and that once the blanks in contact data had been filled in that the Town Clerk send it off to ERYC.</p> <p>RESOLVED: Council resolved that the Emergency Plan be accepted in draft form and that once the blanks in contact data had been filled in that the Town Clerk send it off to ERYC.</p>
	<u>Next Ordinary Meeting of the Town Council</u>
76/1920	<p>Date and time of the next meeting Council confirmed the date and time of the next ordinary meeting to be Tuesday 15 October 2019, commencing at 7pm, in the Committee Room, Petuarria Community Centre (HU15 1DF).</p>

Meeting started 7pm and closed 8:55pm

Document published on 19 September 2019

Signed:

Print Name:

Print Position:

Date:

Signature: **Date:**

Appendix A - Schedule of Payments - 10 July 2019 to 11 September 2019

Payment Schedule - 10 July to the 11 September 2019

SECTION A - Expenditure for Council to note and approve

REFERENCE	INVOICE DATE	INVOICE NUMBER	COMPANY/ORGANISATION	VAT NUMBER	ITEM DESCRIPTION	TOTAL NET	TOTAL VAT	TOTAL PAYABLE
P/19/91	11/07/2019	SI-275	ERNLLCA	135 6809 00	Training - Being a good councillor	£37.50	£7.50	£45.00
P/19/92	19/07/2019	N/A	Town Council	N/A	Staff Salaries June - July 2019	£4,303.91	£0.00	£4,303.91
P/19/93	18/06/2019	7409333/7409770	Altdigital	696 6011 12	Final meter reading and termination fee	£200.79	£40.16	£240.95
P/19/94	15/07/2019	80007501	Box-it	647 5003 45	Collection and Shredding of confidential waste	£22.50	£4.50	£27.00
P/19/95	30/06/2019	2863	Turpin Bookkeeping	257 6504 85	Payroll - June - July 2019	£30.00	£6.00	£36.00
P/19/96	17/07/2019	244/19/0234576	Siemens	222 4382 92	Sale of title - Office Printer	£96.78	£19.35	£116.13
P/19/97	16/07/2019	DD	KCOM	647 2351 37	Office 365	£72.96	£0.00	£72.96
P/19/98	17/07/2019	ERI1441434	ERYC Supplies	647 4711 23	Office stationary and supplies	£76.32	£15.26	£91.58
P/19/99	17/07/2019	N/A	ERPF	N/A	Pensions June - July 2019	£1,464.61	£0.00	£1,464.61
P/19/100	05/07/2019	684	GJ Landscape Solutions	206 9132 25	Ground Maintenance	£436.00	£87.20	£523.20
P/19/101	17/07/2019	N/A	Brough Boxing Academy	N/A	Community Grant	£1,000.00	£0.00	£1,000.00
P/19/102	17/07/2019	N/A	HMRC	N/A	PAYE/NI - June - July 2019	£1,338.31	£0.00	£1,338.31
P/19/103	31/07/2019	204	Petuarua Centre	N/A	Meeting room hire - 16/07/19	£21.60	£0.00	£21.60
P/19/104	31/07/2019	1184493	KCOM	647 2351 37	Office Internet	£75.00	£15.00	£90.00
P/19/105	31/07/2019	1184492/9178830	KCOM	647 2351 37	Office Telephone	£110.62	£22.12	£132.74
P/19/106	31/07/2019	19843	Abacus Playgrounds	918 3820 14	Urgent playground wetpour repair	£2,682.00	£536.40	£3,218.40
P/19/107	12/08/2019	986339072	British Gas	684 9667 62	Office Electricity Bill	£122.73	£6.13	£128.86
P/19/108	12/08/2019	1852	Richard Lancaster	N/A	Tree Safety Assessment - 9th May and 14th June	£720.00	£0.00	£720.00
P/19/109	12/08/2019	2906	Turpin Bookkeeping	257 6504 85	July Payroll	£30.00	£6.00	£36.00
P/19/110	16/08/2019	SI-334	ERNLLCA	135 6809 00	Good Clir Guide/Handling Publications	£20.75	£0.20	£20.95
P/19/111	16/08/2019	N/A	PPA	NA	Grant - Tree Maintenance the Burrs	£2,770.00	£0.00	£2,770.00
P/19/112	16/08/2019	N/A	KCOM	647 2351 37	DD - Office 365	£72.96	£0.00	£72.96
P/19/113	20/08/2019	N/A	Town Council	NA	Staff Salaries - July - Aug 2019	£4,303.91	£0.00	£4,303.91
P/19/114	19/08/2019	N/A	ER Pensions	N/A	Staff Pensions - July - Aug 2019	£1,464.61	£0.00	£1,464.61
P/19/115	19/08/2019	N/A	HMRC	N/A	PAYE/NI - July - Aug 2019	£1,338.31	£0.00	£1,338.31
P/19/116	21/08/2019	66547	HAGS	207 8538 51	Cyclone Bell replacement and installation	£3,642.50	£728.50	£4,371.00
P/19/117	28/08/2019	Various	Town Council	Various	TV, Chromebox and Misc for Comm. Room	£608.67	£113.50	£722.17
P/19/118	02/09/2019	ERI1446994/1447555	ERYC Supplies	647 4711 23	Stationary and Office Supplies	£200.58	£40.11	£240.69
P/19/119	02/09/2019	8755	Hi Filers	500 9797 40	New union flag	£83.48	£16.70	£100.18
P/19/124	09/09/2019	Na	Office Cleaner	N/A	Office clean September 2019	£36.00	£0.00	£36.00
P/19/125	10/09/2019	704	GJ Landscape Solutions	206 9132 25	Ground Maintenance	£213.00	£42.60	£255.60
P/19/126	10/09/2019	T947045	Royal Mail	243 1700 02	Door to Door - October Petuarua Press 77	£500.00	£100.00	£600.00
Section A Total						£28,096.40	£1,807.23	£29,903.63

SECTION B - Expenditure requiring authorisation from Council

REFERENCE	INVOICE DATE	INVOICE NUMBER	COMPANY/ORGANISATION	VAT NUMBER	ITEM DESCRIPTION	TOTAL NET	TOTAL VAT	TOTAL PAYABLE
P/19/120	02/09/2019	SM20676	Riattas	920 9508 27	Alpha Aofware Annual support - Accounts	£121.00	£24.20	£145.20
P/19/121	05/09/2019	SB20191678	PKF	440 4982 50	AGAR fees	£400.00	£80.00	£480.00
P/19/122	05/09/2019	SI-377	ERNLLCA	135 6809 00	Member Training x3	£270.00	£54.00	£324.00
P/19/123	09/09/2019	SI-433	ERNLLCA	135 6809 00	Member Training x1	£37.50	£7.50	£45.00
Section B Total						£828.50	£165.70	£994.20
Total (A+B)						£28,924.90	£1,972.93	£30,897.83

Signature: Date: